



# **ISIS HR Quick Tips**

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## **ZP12: Layoff Determination Report**

*How do I fully utilize the ZP12 report to aid in the layoff process?*

The ZP12: Layoff Determination Report is one of the most valuable tools for agency use when considering a layoff. The report captures all of the information that is associated with the considerations outlined in the Civil Service Rules regarding layoffs. The Adjusted Service Date (date type 10 on the Date Specifications infotype) is a critical data element in determining the outcome of the layoff process. Agencies should ensure that the Adjusted Service Date for every employee is correct prior to executing this report.

The following fields can be used as selection criteria for the ZP12:

- Date: Effective date of layoff
- Personnel Area: Affected personnel area (must be populated)
- Organizational Unit: Affected organizational unit (if applicable)
- Work Parish: Affected work parish (if applicable)
- Career Group: Affected career group (see [Career Fields](#)). If the career group is unknown, leave this field blank and the report will output the career group for each job title.

Once the report is executed, you can choose to show more columns than are displayed as the default. As with other ISIS HR reports, there are several columns that are hidden which may be useful. There are hidden fields related to an employees' property-right position if the employee is on detail to special duty. All layoff determinations are made based on the employee's home position. Also hidden is the appraisal points column which reflects an employee's current PPR score (provided your data is current). If an

agency incorporates the PPR scores in the layoff process, the score must be converted to the rating category.

Once the report is downloaded to Excel, the data should be sorted in the following order:

- Organizational Unit (which could be your personnel area depending on an agency's definition of Organizational Unit)
- Career Field
- Descending PG Group (pay level)
- Descending Adjusted Service Date

After determining which positions will be targeted, the sorted list will be your guide in determining possible displacement (bumping) and separations.

For specific information regarding layoffs, contact your [Civil Service Assistance Coordinator](#) via e-mail or at 225-342-8274.

Questions on the report? Call the HRIS Program Consultant at (225) 219-9439.